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DONALD R. CAMERON, Q.C.

September 2, 2014

SENT BY E-MAIL TO: ataylor@markham.ca

Mr. W.A. Taylor
Chief Administrative Officer
City of Markham
101 Town Centre Blvd.
Markham, ON L3R 9W3

Dear Mr. Taylor:

Re: ADR Chambers as Office of the Integrity Commissioner—year-end report

Thank you for the opportunity to act as the Office of the Integrity Commissioner (“OIC”) for the City of Markham over the past year. As you know, the OIC’s role is to help Members of Council (“Members”) ensure that they are performing their functions in accordance with their *Code of Conduct* (the “Code”). The OIC is available to educate and provide advice to Members on matters governing their ethical behaviour. It is also responsible for receiving, assessing, and investigating appropriate complaints made by Council, Members, and members of the public respecting alleged breaches of the *Code* by Members.

I am hereby providing our Annual Report for the first operating period of the OIC, covering the period July 1, 2013 to June 30, 2014.

Infrastructure

As you know, a Complaint Protocol was established and an administrative intake team is in place to determine whether a particular complaint, once received from the City Clerk, is within the OIC's mandate. Every complaint received by the OIC is assigned a file number. An intake officer ("IO") records the pertinent information, and determines whether the complaint relates to a Member's alleged ethical violation or alleged breach of the *Code*. The IO then forwards the complaint to me for analysis and, possibly, investigation, unless the complaint is not within my jurisdiction to process, in which case the City Clerk will be so advised. The IO deals with general file management and administrative support for complaint investigations.

Data

The OIC did not receive any complaints during the year.

Investigations

There were no investigations or Reports to Council completed during the year.

Other Services

A request was received in December 2013 for educational services from the OIC. A training session for Members of Council subsequently took place on January 27, 2014. This session covered the Council *Code of Conduct* Complaint Protocol and the procedure to be followed by the Integrity Commissioner.

Summary

A summary of billing for the year is included in this report as Appendix 1.

It has been our honour and pleasure to assist the City of Markham with our work in the OIC. We have learned about the City and the role of the OIC in assisting Members in discharging their ethical responsibilities. We look forward to continuing to provide the highest quality of Integrity Commissioner services to the City of Markham.

Yours truly,

ADR CHAMBERS INC.

A handwritten signature in black ink, appearing to read "Donald R. Cameron". The signature is fluid and cursive, with a large initial "D" and "C".

The Honourable Donald R. Cameron, Q.C.
Integrity Commissioner

DRC/jar

cc Kimberley Kitteringham, City Clerk (kkitteringham@markham.ca)

APPENDIX 1: Summary of Billing

Billing for the year to date has totalled \$27,911.08.

| <u>Invoice#</u> | <u>Fixed Fees</u> | <u>The Hon. Donald R. Cameron</u> | <u>Randy A. Pepper</u> | <u>Richard H. Krempulec</u> | <u>HST</u> | <u>Totals</u> |
|--|--------------------|--|------------------------|-----------------------------|-------------------|--------------------|
| 5378—Administrative fee & training session for Council Members July 2013 | \$3,166.67 | | | | \$411.67 | \$3,578.34 |
| 5379—Administrative fee August 2013 | \$1,666.67 | | | | \$216.67 | \$1,883.34 |
| 5380—Administrative fee September 2013 | \$1,666.67 | | | | \$216.67 | \$1,883.34 |
| 5381—Administrative fee October 2013 | \$1,666.67 | | | | \$216.67 | \$1,883.34 |
| 5382—Administrative fee November 2013 | \$1,666.67 | | | | \$216.67 | \$1,883.34 |
| 5383—Administrative fee December 2013 | \$1,666.67 | | | | \$216.67 | \$1,883.34 |
| 5409—Administrative fee January 2013 | \$1,666.67 | | | | \$216.67 | \$1,883.34 |
| 5418—Administrative fee February 2014 | \$1,666.67 | | | | \$216.67 | \$1,883.34 |
| 5419—Reviewing and revising Code, planning meeting and conference call (August 2013 – January 2014) February 2014 | | 6.4 hours @ \$500/hr \$3,200.00 | | | \$416.00 | \$3,616.00 |
| 5425—Administrative fee March 2014 | \$1,666.67 | | | | \$216.67 | \$1,883.34 |
| 5435—Administrative fee April 2014 | \$1,666.67 | | | | \$216.67 | \$1,883.34 |
| 5449—Administrative fee May 2014 | \$1,666.67 | | | | \$216.67 | \$1,883.34 |
| 5460—Administrative fee June 2014 | \$1,666.67 | | | | \$216.67 | \$1,883.34 |
| Totals | \$21,500.04 | 6.4 hrs \$3,200.00 | | | \$3,211.04 | \$27,911.08 |
| <i>Anticipated Fees— Preparation of Annual Report, Meeting with Council</i> | | <i>5.0 hrs \$2,500.00 (estimate)</i> | | | <i>\$325.00</i> | <i>\$2,825.00</i> |